



DEPARTMENT OF THE NAVY
DIRECTOR, SPACE AND NAVAL WARFARE
INFORMATION TECHNOLOGY CENTER
2251 LAKESHORE DRIVE
NEW ORLEANS, LA 70145-0001

SPAWARINFOTECHCENINST 12771.1
ITC122
06 Mar 2003

SPAWARINFOTECHCEN INSTRUCTION 12771.1

Subj: ADMINISTRATIVE GRIEVANCE PROCEDURES

Ref: (a) HRONOLAINST 12771.3

1. Purpose. To issue administrative grievance procedures involving civilian employees assigned to the Space and Naval Warfare Systems Command Information Technology Center (SPAWARINFOTECHCEN).

2. Policy. Grievred matters will be given objective consideration and disposed of promptly. The procedures outlined in reference (a) will be implemented as policy for SPAWARINFOTECHCEN personnel (including SPAWARINFOTECHCEN Detachment personnel).

3. Cancellation. SPAWARINFOTECHCENINST 12752.2


4. Information

a. Employees who believe they have been treated unfairly have a right to present their grievances to management officials for consideration and resolution. They may do so on their own behalf or may choose to be advised and represented by another individual.

b. Employees may file grievances on almost any matter of concern or dissatisfaction that relates to their employment and is under the control of command management. Reference (a) provides specific coverage information.

5. Deciding Official. The Deputy Director (ITC01) is the deciding official and will make final decisions on administrative grievances originated within SPAWARINFOTECHCEN. In the event the deciding official had a previous direct interest in the matter being grievred or had an earlier involvement in the grievance or the events giving rise to the grievance, the Director (ITC00) will make final decision.

6. Action. Managers will ensure all personnel are in receipt and comply with this instruction.


H. DALE GALLOWAY

Distribution: (SPAWARINFOTECHCENINST 5218.1A)
Lists: G and H